

**U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
Recruiting Bulletin**

Announcement Extended from December 10, 2008

OPENING DATE: November 24, 2008 **Recruiting Bulletin No. LA-RCC-2009-AA-14**
Location: Local Census Office (LCO -see below)

CLOSING DATE: January 5, 2009

POSITION TITLE: **ADMINISTRATIVE ASSISTANT**

PAY RATE: \$13.50 - \$15.50 per hour. Pay rate varies by location.

NUMBER OF VACANCIES: Few

Applications will be referred to the selecting official as vacancies occur until the closing date of January 5, 2009.

EXCEPTED SERVICE APPOINTMENT: Schedule A Appointment, not-to-exceed one year, with the possibility of extension.

DUTY LOCATIONS:

Fresno	San Diego	Long Beach
Santa Maria	East Los Angeles	Santa Ana
Riverside	Downtown Los Angeles	Van Nuys
San Bernardino	Norwalk	Honolulu

AREA OF CONSIDERATION: External- All qualified U.S. Citizens currently residing in any of the Early Local Census Office areas shown above.

WORK SCHEDULE: This is a temporary Full-time position. The incumbent of this position is covered by the mixed-tour employment program.

QUALIFICATIONS: All applicants **MUST** take and pass a written test. Application must reflect demonstrated experience related to the specified duties listed below.

DUTIES: Incumbent serves as a Administrative Assistant to the Local Census Office manager. Receives and reviews incoming correspondence and other materials. Incumbent answers inquires of a non-technical nature and drafts replies and attaches pertinent background material to correspondence of a more complex nature. Forwards appropriate materials and other correspondence to members of the staff for their action. Monitors and controls documents requiring action by a specific date and insures such deadlines are met. Screens calls and refers them to appropriate staff members. Maintains supervisor's calendar and schedules appointments and meetings. Briefs supervisor on appointments and meetings. Makes all necessary arrangements for meetings. May be asked to attend some meetings. Sets up and maintains files.

❖ HOW TO APPLY

STEP ONE- Testing:

- ❖ Contact the Census Recruiting Office at [1-866-861-2010](tel:1-866-861-2010) to schedule an appointment to take the Census Non-Supervisory Field Test (D-267).
- ❖ Applicants **MUST** bring the following documentation to the testing session:
 - **Two** forms of **current** acceptable identification (one must be a government issued picture ID). A list of acceptable identification has been provided below.
 - List of **three** references (personal or professional)- name, phone number and address.
 - DD-214, Certificate of Release or Discharge from Active Duty (*if applicable*).
 - SF-15, Application for 10-Point Veteran Preference (*if applicable*) and supporting documentation.
- ❖ Applicants will complete the following forms at the testing session:
 - BC-170D, Census Employment Inquiry
 - [OF-306](#), Declaration for Federal Employment (Complete, sign and bring to testing.)
 - I-9, Employment Eligibility Verification
 - D-237, Certificate of VSIP or “Buyout” (*if applicable*)
 - D-267, Census Non-Supervisory Field Test

STEP TWO- Application:

Submit the following application materials by mail:

- ❖ [OF-612](#), *Optional Application for Federal Employment* (PDF version is available on our Regional website, or at OPM.gov). An Application for Federal Employment, SF-171 (obsolete), may also be used. **The following must be included on the OF-612 or Resume:**
 - Recruiting Bulletin number (**e.g. LA-RCC-2009-AA-14**) & title of position.
 - Your full name (first, middle & last), mailing address (including zip), day and evening phone numbers (with area code), and e-mail address.
 - List of your work duties and accomplishments relating to the job for which you are applying; paid and non-paid related work experience. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer’s name and address, supervisor’s name and address, starting and ending dates (month/year), hours per week (full-time or part-time), salary, and indicate if we may contact your current supervisor/employer.
 - Country of citizenship (this Federal position requires U.S. citizenship).

- ❖ Disabled veterans or any other applicants eligible for non-competitive appointments, should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (1-866-861-2010).
- ❖ Failure to provide the required application materials and information may result in loss of consideration.

Applications (OF-612 and/or Resume) must be submitted at test site:

U.S. Census Bureau
(866)861-2010

APPLICATION DEADLINE:

The application process and required materials must be completed by 5:00 p.m. (PST) on the closing date to receive consideration.

APPLICATION CHECKLIST

- ❖ Contact Recruiting to schedule a testing appointment- [1-866-861-2010](tel:1-866-861-2010).
- ❖ Bring **two** forms of *current* acceptable ID, list of **three** references, DD-214 and SF-15 (if applicable) to the testing session.
- ❖ Complete the test and required documents, at the testing session.
- ❖ Take complete application OF-612 and/or Resume to scheduled test location.
- ❖ Complete the Testing and Application process by the Closing Date.

EXAMPLES OF ACCEPTABLE IDENTIFICATION

The following is an *example* list of acceptable identification documents. These documents will be used to: 1) establish your identity, and 2) your employment eligibility. You are required to provide **two** documents, **one document from list A and one document from list B.**

Provide **one** picture identification: Must be a Federal or State issued ID with your picture on it. Must be a valid ID-*not* expired. Some examples include, but are not limited to:

A

- ❖ U.S. Passport
- ❖ Driver's License or State ID card
- ❖ U.S. Military card or Military dependent's ID card.
- ❖ Photo ID issued by federal, state, or local government agencies or entities.

- B** Second identification- Some examples include, but are not limited to:
- ❖ U.S. Social Security Card
 - ❖ Original, or certified copy of a birth certificate issued by a state, county, municipal, authority or outlying possession of the United States bearing an official seal.
 - ❖ Native American tribal document.
 - ❖ U.S. Citizen ID card (Form I-197)

ADDITIONAL INFORMATION

- ❖ This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- ❖ Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- ❖ Payment of relocation expenses IS NOT authorized.
- ❖ You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statements in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- ❖ Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).
- ❖ If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- ❖ Applicants must be 18 years of age or older to be hired.
- ❖ Veteran's Preference –Applicants who do not provide the supporting documentation for the 10 point preference, but do provide the documentation for the 5-point preference, will receive the 5point preference only (until the documentation for the 10-point preference is received).
- ❖ Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes will not be accepted.

THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.